



## UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

### MEMORANDUM

SUBJECT: e-Manifest Requirements Gathering Meetings

FROM: Joe Wilson, Chief  
Information Collection and Analysis Branch  
Program Implementation and Information Division  
Office of Resource Conservation and Recovery  
United States Environmental Protection Agency

TO: State Manifest Program Community

I am writing to invite your State's participation in the development of a national hazardous waste electronic manifest (e-Manifest) system. On October 5, 2012, President Obama signed into law the "Hazardous Waste Electronic Manifest Establishment Act" which authorizes the U. S. EPA to implement a national electronic manifest system. Commonly referred to as "e-Manifest", this national system is envisioned to be implemented by the EPA in partnership with industry and states. As you may know, the e-Manifest system will be an alternative to the paper-based manifest system currently in use.

The U. S. EPA Office of Resource Conservation and Recovery (ORCR) is beginning a process to obtain e-Manifest system requirements from the users of the hazardous waste manifest program, including States and the regulated community. The U. S. EPA will be conducting a series of three face-to-face requirements gathering meetings, and invites your State's participation. Industry users are also being invited.

The purpose of the face-to-face meetings will be to collect up-to-date requirements for e-Manifest's functionality and operations. Each meeting will be a day and a half. For travel planning purposes, note that for each meeting, the first day will last from 9 am to 5 pm and the second day will last from 9 am to 1 pm. Each meeting will be similar in agenda, providing multiple opportunities for your participation and thus it is only necessary for participants to attend one of the three meetings. The dates and locations are as follows:

- February 25-26, 2013      Arlington, Virginia  
EPA Headquarters  
One Potomac Yard  
2777 S. Crystal Drive  
Arlington, VA 22202
- March 14-15, 2013      Chicago, Illinois  
EPA Region 5

Ralph Metcalfe Federal Building  
77 West Jackson Blvd  
Chicago, IL 60604-3590

- March 21-22, 2013      Denver, Colorado  
EPA Region 8  
1595 Wynkoop Street  
Denver, CO 80202-1129

Attendees to these requirements gathering meetings should include technical staff that manage or work directly with manifest data and processes as well as staff that have specialized understanding of the manifest program and business process. This may include for example, state information technology (IT) specialists that manage a state manifest data system or state manifest program staff. Other potentially interested parties may include but are not limited to: State environmental and transportation regulators as well as enforcement personnel.

High level topic areas for which requirements will be discussed at the meetings include but are not limited to:

- e-Manifest workflow, including mobile field component and handler submission;
- e-Manifest business rule processing;
- Electronic signature (e-signature) and CROMERR conformance;
- Paper manifest processing;
- Data access and reporting;
- State data consumption and interaction;
- Data QA; and
- User administration and security

The exact format and agenda for the meetings is still being determined, however, all up to date information, including meeting logistics will be available on our website:

<http://www.epa.gov/osw/hazard/transportation/manifest/e-man.htm>

Again, please note for travel planning purposes, for each meeting, the first day will last from 9 am to 5 pm and the second day will last from 9 am to 1 pm. Please note that all attendees must register to attend and will be provided with meeting materials ahead of time. Visit the website above for information on how to register.

EPA is also planning on holding additional webinars in order to discuss specific topics as needed, and to reach folks who aren't able to attend the face-to-face meetings. Webinar participation is not envisioned for the three face-to-face meetings. EPA will update the website with more information regarding the webinars.

Because State input is so important to this process, we have committed funds to the ASTSWMO grant to assist States with their travel costs for these meetings (assistance per State will be for only one of the three meetings). If you are interested in obtaining reimbursement of travel costs, please contact Dania Rodriguez, ASTSWMO Deputy Executive Director, prior to attending a meeting (phone: 202-624-5973;

e-mail: [daniar@astswmo.org](mailto:daniar@astswmo.org)) for information on accessing these funds and to receive ASTSWMO funding confirmation prior to making any travel arrangements such as purchasing tickets. Please indicate which meeting you would like to attend when you contact Dania. Because the funds are limited, reimbursement will be granted on a first-come, first-served basis.

If you have questions, please feel free to contact Kristen Gunthardt, via email at [gunthardt.kristen@epa.gov](mailto:gunthardt.kristen@epa.gov).

#### Attachment

CC: Sonya Sassevillle, Director, PIID/ORCR  
Mimi Guernica, Chief, PB/PIID/ORCR  
Dania Rodriguez, Deputy Executive Director, ASTSWMO  
Suzanne Rudzinski, Director, ORCR  
Sandra Connors, Deputy Director, ORCR  
Mark Huff, Director, PMCAO/ORCR  
Regional RCRA Branch Chiefs  
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